

CIA INTERNAL USE ONLY

file OCR

New File

7/9/62

21 June 1962

STAT

MEMORANDUM TO:

IR has 778 feet of records in Records Center. Some of this material is stored for file reconstruction purposes only and much of the remainder has been completely inactive for some time (see attachment).

The purpose of the Center is to store permanent records and inactive records with a definite destruction date. Semi-active or inactive files with indefinite destruction dates should be retained by the Register in most cases. Storage of records for reconstitution purposes is part of the VMR mission.

Retention of records is more of a problem for OCR than for other sections of the Agency. There is justification for holding some compiled information for extended periods even though individual documents are available from the originating agency. However, there is room in our secure areas to handle most of our records storage requirements.

IR branches should review their Records Center deposits for the following purposes:

- a. To destroy all material no longer of value or not required for record purposes.
- b. To withdraw all "reconstitution" files for destruction, retention at headquarters, or transfer to VMR.
- c. To provide an estimate of space requirements for those files to be: 1) retained at headquarters, 2) transferred back to Records Center.

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Approved For Release 2005/11/21 : CIA-RDP70-00211R000800260034-7

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Records Mgt. Staff

DATE: 29 March 1962

FROM : AS/CR

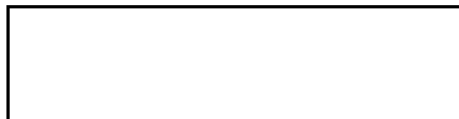
EB 3/30*Please enclose*

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SUBJECT: RCS 24-59, Partial Revision

Attached for your approval is a revision of the portion of RCS 24-59 pertaining to the holdings of Operations Branch/Machine Division. The first page (items #489, 490) represents transfers from that Branch to Microphotography Branch/Machine Division.

I am also sending 2 attachments to facilitate the cross-referencing between the old and the revised sections. Note the deletions that are necessary in the Biographic and Industrial Registers' schedules because of transfers of items to Machine Division.



STAT

Assistant Chief, Administrative Staff, OCR

*Mailed 4/14/62
Comm. # B 486272*

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[Redacted] Assistant Chief,
Administrative Staff, OCR

12 April 1962

CIA Records Administration Officer, DDS

Revision of OCR/Machine Division Schedule

1. The revised schedule for the Machine Division is approved except for Items 491 and 492.
2. I feel that a definite disposition instruction should be established for the Subject (491) and Procedures (492) files held by the Tabulating Section. These files are administrative in nature and could be destroyed within the office rather than scheduled for transfer to the Records Center. Similar files in other offices throughout the Agency are being destroyed after a one-or two-year period. In addition, the volume of these files does not warrant transferring them to the Records Center.
3. I would appreciate it if further consideration was given to revising the disposition instructions for these two items to provide a definite retention and disposal period.
4. I am sending a copy of the revised schedule to the Records Center.

[Redacted]

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cc: Records Center

Distribution:

Orig & 1 - addressee

1 - [Redacted] Copy

1 - Records Center

1 - RAO Copy

STAT

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RAO/DDS/RD&SB

[Redacted]

11 Apr '62)